

C-O-N-F-I-D-E-N-T-I-A-L

*chrome*NPIC/D-224-62  
14 December 1962

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MEMORANDUM FOR: Division and Staff Chiefs, NPIC

SUBJECT: Rescission of Emergency Schedules

1. Effective Sunday, 16 December, NPIC will no longer be regarded as working on emergency schedules for the purpose of T&A reporting.

2. Consistent with the above, the reporting of night differential time worked should again be based on the standard criteria set forth in [redacted] rather than the more liberal 24-hour on-call-duty concept recently discussed with supervisors and T&A clerks. This latter policy enabled employees to claim as night differential all hours worked between 1800 and 0600 whether or not on a regularly scheduled tour of duty. Henceforth, in order to be paid night differential rates, an employee must be working a regularly scheduled tour of duty some or all of which falls within the period 1800-0600 hours. The tour may be his own or he may be substituting for another employee.

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3. Based on the 16 December cut-off, time and attendance clerks should be reminded that the next time and attendance reports will reflect the first week under the present modified policy and the last week under the standard policy in effect before the emergency schedules were established as described above.

4. Any questions of interpretation where the above matter is concerned should be referred to the Chief, Budget and Fiscal Branch, Administrative Staff, NPIC, extension [redacted]

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[redacted]  
Executive Director, NPICGROUP 1  
Excluded from automatic  
downgrading and  
declassification

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